## Section 13.5.3   PARAMS MENU
### Financial Data
### Equipment Group Agency Object Codes

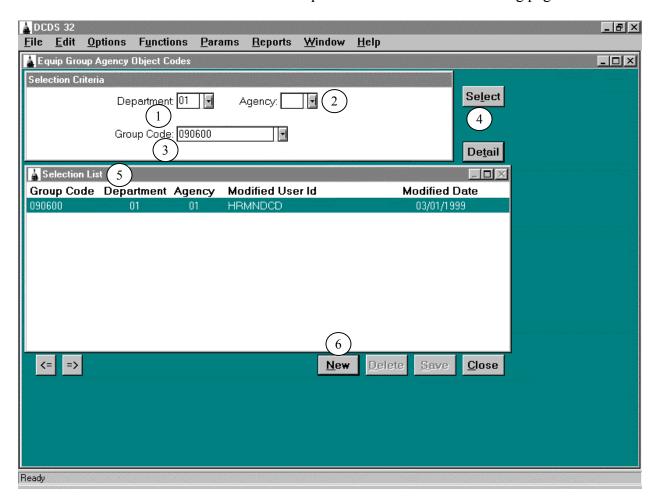| | |
|---|---|
| Purpose | This section provides the procedures for a user to add, update or delete equipment object codes and coding block data. |
| Window Name | Equip Group Agency Object Codes |
| Reminders | **1.** The Equipment Group Agency Object Codes window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>J</u> - Equip Group Agency Object Codes items on the menu bar. |
| | **2.** The Equipment Group Agency Object Codes window is used to assign, change or delete object codes and coding block data for debits and credits applicable to groups of equipment. |
| | **3.** The Equipment Group Agency Object Codes window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection is department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed. |
| | **4.** Once the Detail Data window is displayed, a user may add, update or delete object codes or coding block data for an equipment group. |
| References | *No specific references* |

## Equipment Group Agency Object Codes

The following window is displayed when <u>P</u>arams, <u>F</u>inancial Data, <u>J</u> - Equip Group Agency Object Codes is selected from the Menu bar.  The steps are described on the following page.

**DCDS Input Procedures**
**Equipment Group Agency Object Codes (Selection Criteria)**

Follow the steps below to enter selection criteria.

| Step | Field Name | Action |
|---|---|---|
| 1 | Department* | Select the appropriate department number from the dropdown list or enter the department number.  The first department the user has access to is the default.<br><br>**Note:**  When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list. |
| 2 | Agency | Select the appropriate agency number from the dropdown list or enter the agency number.  The first agency the user has access to is the default. |
| 3 | Group Code | Select the appropriate Group Code from the dropdown list. |
| 4 | Select Button | Click on the Select button located at the top of the window (or press Alt + L).  The selected criteria will be displayed in the Selection List window, if more than one group is listed.  However, if only one group is listed the Detail Data window is automatically displayed. |
| 5 | Selection List | Highlight the group to be updated and click the Detail button.  The Detail Data window will then be displayed. |
| 6 | New Button | Click on the New button, if adding new object code or coding block data. |

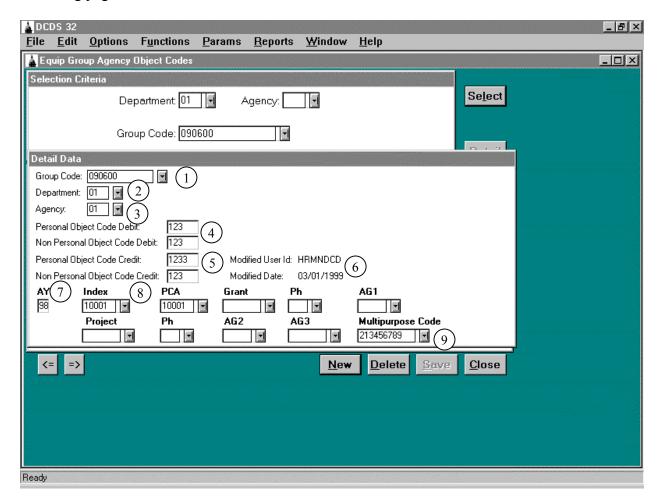*\*indicates a required field that must be entered.*

## Equipment Group Agency Object Codes (Selection List)

The following information is displayed:

| Field Name | Description |
|---|---|
| Group Code | The code which identifies the category of the equipment. |
| Department | The department using the selected group of equipment. |
| Agency | The agency using the selected group of equipment. |
| Modified User ID/Modified Date | Displays the User ID of the last person who made modifications and the date modifications were made. |

## Equipment Group Agency Object Codes

The following window is displayed when the **Detail** button is selected.  The same window is displayed with blank fields when the **New** button is selected.  The steps are described on the following pages.

## DCDS Input Procedures
## Equipment Group Agency Object Codes

Follow the steps below to add, update, or delete Equipment Group Agency Object Codes.

| Step | Field Name | Action |
|------|-----------|--------|
| *Add Equipment Group Agency Object Codes* | | |
| | New Button | Click on the New button located at the bottom of the window (or press Alt + N).  This displays the Detail Data window to add new object code and coding block information. |
| *Update Equipment Group Agency Object Codes* | | |
| | Detail Button | Enter the required selection criteria and click the Select button.  Highlight the Equipment Group and Agency in the Selection List window to be updated.<br><br>Click on the Detail button located at the middle right of the window (or press Alt + T).  This displays the Detail Data window to update object code and coding block information. |
| *Delete Equipment Group Agency Object Codes* | | |
| | Delete Button | Enter the required selection criteria and click the Select button.  Highlight the Equipment Group and Agency in the Selection List window to be deleted.<br><br>Click on the Detail button located at the middle right of the window (or press Alt + T).  This displays the Detail Data window allowing the user to delete the object code and coding block information for the selected equipment group.<br><br>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D).  This deletes the object code and coding block data displayed in the Detail Data window. |

**DCDS Input Procedures**
**Equipment Group Agency Object Codes**
**Detail Data Window**

Follow the steps below to add, update, or delete Equipment Group Agency Object Codes.

| Step | Field Name | Action |
|------|-----------|--------|
| 1 | Group Code* | Select the appropriate equipment group from the dropdown or enter the Group Code that identifies the group of equipment associated with the object code and/or coding block, if adding **new** object code or coding block data.  If updating or deleting information, this number will already be displayed. |
| 2 | Department* | Select the appropriate department number from the dropdown list or enter the department number, if adding **new** object code or coding block data.  If updating or deleting information, the department number will already be displayed. |
| 3 | Agency | Select the appropriate agency number from the dropdown list or enter the agency number, if adding **new** object code or coding data.  If updating or deleting, the agency will already be displayed. |
| 4 | Personal and Non Personal Object Code Debit | Enter the appropriate Personal or Non Personal Object Code in the Debit field, if applicable. |
| 5 | Personal and Non Personal Object Code Credit | Enter the appropriate Personal or Non Personal Object Code in the Credit field, if applicable. |
| 6 | Modified User ID/Modified Date | Displays the last user who made modifications and the date modifications were made. |

*\*indicates a required field that must be entered*

**DCDS Input Procedures**
**Equipment Group Agency Object Codes**
**Detail Data Window (Continued)**

| Step | Field Name | Action |
|------|-----------|--------|
| 7 | AY | Enter the Appropriation Year applicable to the object codes and coding block. |
| 8 | Coding Block Data | Select or enter the appropriate coding block data (Index, PCA, Grant, Ph, AG1, Project, Ph, AG2, AG3, Multipurpose). |
| 9 | Save Button | Click the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to object code or coding block information. |

*\*indicates a required field that must be entered*